

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 612-64PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION			Division of Labor and Industry Amusement Ride Safety
AGENCY		DIVISION	
Item No.	Description	Retention	
1.	<u>AMUSEMENT RIDE REGISTRATION/INSURANCE FILE</u> Amusement ride owners or leasees are required to file proof of insurance and register each ride location. Rides are to be registered for every location. Current insurance policies are to be filed with the Commissioner of Labor and Industry upon the expiration date of current policy on file.	Retain for three (3) years, then destroy Registration Forms; Insurance Policies transfer to State Records Center for nine (9) years, then destroy.	
2.	<u>OWNERS DATA CARDS</u> These cards describe the type of device, state registration number, the ride manufacturer, and the name of owner.	Retain for the life of the amusement ride, then destroy.	
3.	<u>AMUSEMENT RIDE SAFETY INSPECTION REPORTS</u> These forms list the current status of all amusement rides; work orders, certificate date and repair recommendations.	Retain for three (3) years, then destroy.	
4.	<u>AMUSEMENT RIDE ACCIDENT, COMPLAINT AND CITATION REPORTS</u> These accident, complaint and citation investigation reports serve as official records of the findings of the Division's safety inspection.	Retain for three (3) years, then transfer to State Records Center for nine (9) years, then destroy.	
5.	<u>INSPECTION SCHEDULE LOG</u> The log list scheduling dates, time, place, number of rides and inspector(s) assigned to the inspection.	Retain for one (1) year, then destroy.	
6.	<u>GENERAL CORRESPONDENCE</u> This general correspondence file includes copies of interoffice memorandums, informational requests, and related material.	Retain for two (2) years, then destroy.	

Schedule Approved by Department,
Agency, or Division Representative8/25/87 Joseph T. Seidel
8-13-87 NB Burkheimer/ph

Date

Signature

Deputy

Title

Commissioner

Schedule Authorized by
Hall of Records Commission

12/21/87

Date

Edward J. [Signature]
State Archivist